

# **CALIFORNIA PRISON HEALTH CARE SERVICES – (CDCR – Plata)**

**03/11/09**

## **NOTICE OF CORRECTION**

**EXAM TITLE(S):** ASSISTANT INFORMATION SYSTEMS ANALYST  
ASSOCIATE INFORMATION SYSTEMS ANALYST  
(SPECIALIST)

**EXAM BASE:** DEPARTMENTAL PROMOTIONAL  
SPOT FOR SACRAMENTO

**FINAL FILING DATE:** **MARCH 20, 2009**

**EXAM CODE(S):** LM96/1479/9RC09-01  
LM92/1470/9RC09-02

This is to announce that the FINAL FILING DATE for the above examination has been extended. The extended final filing date is **March 20, 2009**. Please do not submit applications to the State Personnel Board as they will not be accepted for any reason.

To obtain copies of the examination announcement and training and experience questionnaire for filing, please go to the California Department of Corrections & Rehabilitation's Web Page at [www.cdcr.ca.gov](http://www.cdcr.ca.gov) , or State Personnel Board's Web Page at [www.spb.ca.gov](http://www.spb.ca.gov) , State Jobs, Exam Bulletins, and reference either Exams by Department or Exams by Title.

We apologize for any inconvenience this change may cause you.

# CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR - PLATA)



## ASSISTANT INFORMATION SYSTEMS ANALYST LM96/1479/9RC09-01

## ASSOCIATE INFORMATION SYSTEMS ANALYST - (SPECIALIST) LM92/1470/9RC09-02

### PROMOTIONAL – SPOT FOR SACRAMENTO

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

EXAMINATION BASE	<p>DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR- PLATA) (excluding California Department of Corrections and Rehabilitation)</p> <p>Promotional spot examination for Sacramento</p>			
WHO CAN APPLY	<p><b>COMPETITION LIMITED TO STATE EMPLOYEES</b></p> <p>Applicants must meet one of the following criteria as of the final filing date in order to participate in this examination(s): 1) have a permanent civil service appointment with the California Prison Health Care Services (CDCR – Plata); or 2) be a current or former employee of the Legislature for two or more years as defined in Government Code (GC), Section 18990; or 3) be a current or former non-elected exempt employee of the Executive Branch for two of more consecutive years as defined GC, Section 18992; or 4) be a person retired from the United States military, honorably discharged from active duty as defined in GC, Section 19981. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rule 233, 234, 235, 235.2, and 237; contain provision regarding civil service status and eligibility to take promotional examinations.</p>			
HOW TO APPLY	<p>All applicants must complete and return the Application (Std. Form 678), the General Instructions/Affirmation, and the Training and Experience Questionnaire (Application Materials), for this examination by the final filing date to the following addresses:</p> <table><tr><td><p><b>By Mail:</b></p><p>California Prison Health Care Services (CDCR – Plata) Selection Services Section ATTN: Norma Medina P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038 (916) 323-2462</p></td><td>or</td><td><p><b>In Person:</b></p><p>California Prison Health Care Services (CDCR – Plata) Selection Services Section ATTN: Norma Medina 501 J Street, Suite 350 Sacramento, CA 95814 (916) 323-2462</p></td></tr></table> <p>If you are personally delivering your ‘application materials’, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address listed above for the Selection Services Section</p> <p>If you meet the entrance requirements for the Assistant Information Systems Analyst and Associate Information Systems Analyst (Specialist) examinations, you may file for both examination(s) on a single application. However, you must list the examination title(s) of each class on your application. If you are applying for both examinations, you must complete a Training and Experience Questionnaire for each class the Assistant Information Systems Analyst and Associate Information Systems Analyst (Specialist).</p> <p><b>NOTE: Only ‘application materials’ with an original signature will be accepted.</b></p>	<p><b>By Mail:</b></p> <p>California Prison Health Care Services (CDCR – Plata) Selection Services Section ATTN: Norma Medina P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038 (916) 323-2462</p>	or	<p><b>In Person:</b></p> <p>California Prison Health Care Services (CDCR – Plata) Selection Services Section ATTN: Norma Medina 501 J Street, Suite 350 Sacramento, CA 95814 (916) 323-2462</p>
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APPLICATION DEADLINE/ REQUIREMENTS	<p><b>MARCH 6, 2009</b> is the final filing date. Application Materials (Application Std. Form 678, General Instructions/Affirmation, and the Training and Experience Questionnaire), postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the final filing date.</p>			

(Continued on reverse side)

SALARY RANGE(S)	<p><u>As of November 4, 2008</u></p> <p><b><u>ASSISTANT INFORMATION SYSTEMS ANALYST</u></b>  Range A: \$3,106.00 - \$3,596.00  Range B: \$3,204.00 - \$3,893.00  Range C: \$3,841.00 - \$4,903.00</p> <p><b><u>ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)</u></b>  \$4,619.00 - \$5,897.00</p>
BENEFITS	<ul style="list-style-type: none"> <li>• Deferred Compensation Plans (Savings pool, 401K and 457 plan)</li> <li>• \$100 monthly Bilingual Differential Pay</li> <li>• 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)</li> <li>• 75% Reimbursement of Public Transit Passes, \$65 maximum per month</li> <li>• Flexible work hours (Management discretion) • Pre-tax parking (where applicable)</li> <li>• Fourteen (14) paid holidays (personal holiday available after six months of employment)</li> <li>• Generous paid vacation/sick leave or annual leave</li> <li>• Jury duty/military/bereavement leave</li> <li>• Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)</li> <li>• Pre-retirement death benefit</li> <li>• Dependent Care Program</li> <li>• Long Term Insurance (CalPERS)</li> <li>• Home Loan Program (CalPERS)</li> <li>• Legal Services • Employee Assistance Program • Work and Family Advisory Committee</li> </ul>
MINIMUM QUALIFICATIONS	<p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.</p> <p style="text-align: center;"><b><u>ASSISTANT INFORMATION SYSTEMS ANALYST</u></b></p> <p style="text-align: center;"><b>Either I</b></p> <p>One year of experience in the California state service performing duties comparable to an Information Systems Technician (Range C), a Computer Operator (Range C), or a Programmer I (Range B).</p> <p style="text-align: center;"><b>Or II</b></p> <p><b>Experience:</b> One year of progressively responsible analytical experience in performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks, including independent analysis in one or more of these areas.</p> <p style="text-align: center;"><b>Or III</b></p> <p><b>Education:</b> Completion of at least 60 semester or 90 quarter units at a recognized college or university, of which 12 semester or 18 quarter units are comprised of information technology-related coursework.</p> <p style="text-align: center;"><b><u>ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)</u></b></p> <p style="text-align: center;"><b>Either I</b></p> <p>One year of experience in the California state service performing duties comparable to an Assistant Information Systems Analyst (Range C); Programmer II; Information Systems Technician Specialist II; Information Systems Technician Supervisor II; Computer Operations Specialist II; or Computer Operations Supervisor II.</p> <p style="text-align: center;"><b>Or II</b></p> <p>Eighteen months of progressively responsible analytical experience in performing a variety of information systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks. At least one year of this experience must include completion of analytical studies for the support, development, installation, implementation, or procurement of information technology systems.</p> <p style="text-align: center;"><b>Or III</b></p> <p>Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)</p> <p><b>Note: Applicants must show the specific course work completed or in progress to satisfy the education requirements on their Examination Application (Std 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.</b></p>

<b>EXAMINATION PLAN</b>	<p><b>INTERVIEWS WILL NOT BE HELD.</b> The examination for the Assistant Information Systems Analyst and Associate Information Systems Analyst (Specialist) will consist of a Training and Experience Questionnaire and it is the sole testing component for this examination. The Subject Matter Experts and expert evaluators will score this examination using a pre-defined rating scale and pre-determined scoring criteria. To obtain a position on the eligible list, applicants must receive a minimum rating of 70%.</p> <p>Candidates who meet the “Minimum Qualifications” will have their Training and Experience Questionnaire graded. If they pass the examination, they will be placed on an eligible list. <b>RETURN OF THE TRAINING AND EXPERIENCE QUESTIONNAIRE IS MANDATORY.</b> Candidates who do not return the completed Training and Experience Questionnaire will be eliminated from this examination.</p> <p style="text-align: center;"><b>TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%</b></p> <p><b>SCOPE:</b> Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p><b><u>A. Knowledge of:</u></b></p> <ol style="list-style-type: none"> <li>1. Principles of public administration, organization, and management.</li> <li>2. Information technology systems equipment, software, and practices.</li> <li>3. Analytical techniques.</li> <li>4. Technical report writing.</li> </ol> <p><b><u>B. Ability to:</u></b></p> <ol style="list-style-type: none"> <li>1. Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions.</li> <li>2. Develop effective solutions.</li> <li>3. Apply creative thinking in the design of methods of processing information with information technology systems.</li> <li>4. Monitor and resolve problems with information technology systems hardware, software, and processes.</li> <li>5. Establish and maintain effective working relationships with others.</li> <li>6. Communicate effectively.</li> </ol>
<b>ELIGIBLE LIST INFORMATION</b>	<p>A departmental promotional spot eligible list(s) will be established to fill vacancies for the California Prison Health Care Services (CDCR- Plata) in Sacramento. A separate eligible list will be established for each classification. The list(s) will be abolished 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.</p>
<b>POSITION DESCRIPTION AND LOCATION(S)</b>	<p><b><u>ASSISTANT INFORMATION SYSTEMS ANALYST</u></b>  This is the entry and first journey level. Positions may be permanently allocated to this class when the major portion of tasks performed do not include the more responsible, varied and difficult analytical assignments found in the full journey person level. Under supervision, incumbents perform work of average difficulty in analytical studies for the support, development, installation, implementation, or procurement of information technology systems, and teleprocessing networks and/or systems.</p> <p><b><u>ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)</u></b>  This is the full journey level. Under general supervision, incumbents perform a variety of tasks in connection with analysis, development, installation, implementation, procurement, or support of information technology systems, multifunction automated office systems, microcomputer systems, and teleprocessing networks and/or systems; and/or act as a project leader on information technology system studies, and/or participate with other analysts on information technology systems studies of complex nature or broad scope.</p> <p>Positions for both classifications exist with the California Prison Health Care Services (CDCR – Plata) in Sacramento.</p>
<b>SPECIAL TESTING ARRANGEMENTS</b>	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.</p>
<b>VETERANS POINTS/ CAREER CREDITS</b>	<p>Veteran's preference points and career credits are not granted in promotional examinations.</p>

## GENERAL INFORMATION

**Applications are available at** California Prison Health Care Services (CDCR –Plata), Selection Services Section; the State Personnel Board offices; and local offices of the Employment Development Department.

**It is the candidate's responsibility** to contact the California Prison Health Care Services (CDCR-Plata) Selection Services Section at (916) 445-1086, three weeks after the final filing date if he/she has not received a progress notice.

**The California Prison Health Care Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**Promotional Examinations Only:** Applicants must meet one of the following criteria as of the final filing date in order to participate in this examination(s): 1) have a permanent civil service appointment with the California Prison Health Care Services (CDCR – Plata); or 2) be a current or former employee of the Legislature for two or more years as defined in Government Code (GC), Section 18990; or 3) be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined GC, Section 18992; or 4) be a person retired from the United States military, honorably discharged from active duty as defined in GC, Section 19981. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rule 233, 234, 235, 235.2, and 237; contain provision regarding civil service status and eligibility to take promotional examinations.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CPHCS TESTING INFORMATION CALL (916) 445-1086**  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

(NJM/TMW) Revised 02/11/08

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